Meeting of Sir William Stanier School (SWS)
Local Governing Board (LGB)
Date: Wednesday 12th February 2025 at 4:30pm in person at SWS

Governors in attendance:	Mary Massey	(MM)	Chair of LGB
	Sean Houlston	(SH)	Vice Chair of LGB
	Sam Kay	(SK)	Parent Governor
	Pam Simpson	(PS)	Appointed Governor
	Sharon Yates	(SY)	Appointed Governor (joined the meeting at 5:34pm)
Others in attendance:	Liz Robinson	(LR)	Headteacher
	Allan Howells	(AH)	Director of Quality, TLP
	Sarah Lomas		Clerk
Apologies:	Lisa Hodgkison	(LH)	Appointed Governor

Part One – Non-Confidential Business

The meeting commenced at 4:03pm.

ITEM NO.		ACTION
NB – The items listed are numbered in line with the agenda. Where agenda items are missing, these have been allocated Part 2 status and have been included within the Part 2 minutes.		
	GOVERNANCE AND ADMINISTRATION	
1.	**Welcome, Quoracy, Apologies and Declarations** Governors were welcomed to the meeting. The meeting was quorate. Apologies were received and accepted from the following: • LH There were no declarations or conflicts of interest with the business of the meeting raised by governors.	
2.	**Minutes of the last meeting and Matters Arising** a) The minutes of the previous LGB meeting on 12.12.24 were confirmed as a true and accurate record of proceedings. Governors approved the minutes. **ACTION:** Upload a copy of the approved minutes to Governor Hub and mark as signed. b) The action log from the previous meeting was reviewed and the following items were noted: • It was noted that the SEND report action from 12.12.25 had not yet been completed. The school confirmed that the area of SEND was undergoing an external review on 03.03.25 which would include a review of the school SEND report. A copy of the external review will be circulated to the LGB upon completion. The specific areas of the report requiring amendment had been highlighted by governors and an action was taken to amend the report ahead of the next LGB meeting on 27.03.25. **ACTION:** Circulate the external SEND report to governors upon receipt. **ACTION:** Amend the SEND report to ensure compliance with section 6.79 of the SEND Code of Practice.	**Clerk** **LR** **LR**
	EDUCATION	
4.	**Pupil Numbers**	

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	The school has received 153 applications for Year 7 (September 2025) with a PAN of 150. It was noted that there are a high number of first choice applications. In terms of in-year admissions, there have been 6 Year 11 students placed at school by the Local Authority who will be starting after half term. These students all have English as an additional language. This provides challenges for the school both due to EAL and the point in the year in which the pupils are joining so close to examinations. The school has had to create a bespoke timetable for these students. Governors noted that these pupils will not be included in results data.	
5.	**Attendance** Attendance was discussed under Item 3 of this meeting within Part 2.	
7.	**To receive an update on progress and attainment for Year 11 including groups** Governors thanked the school for the information provided which enabled the Board to undertake meaningful data scrutiny for the first time. It was **highlighted** that data should include the number of Pupil Premium (PP) and SEND combined as an additional group along with the number of pupils in the cohort. Governors also **requested** the mock examination data from 2023-24 to enable a comparison to be made and any trends identified. **ACTION:** Include the number of PP and SEND pupils combined within data for attainment going forward. **ACTION:** Include the number of pupils in the cohort within future data submissions. **ACTION:** Include the mock examination data within progress and attainment information from 2023-24 for comparison purposes. The school asked if the Board were satisfied with the presentation of the data. Governors **responded** that subject to the inclusion of the items requested above that the presentation was satisfactory. The additional information will allow the Board to ascertain if there is a trend of improvement overall and within key groups. Governors **commented** that prediction information is also important to ensure that staff are working accurately and know the students. The issue of more able students was highlighted, and the school confirmed that English and maths interventions have commenced during form time and lunchtimes. The decision has been taken to alter the timings of break and lunchtimes to 20 minutes for break and half an hour for lunch in order to improve staffing capacity for interventions. **Q: Who is overseeing the AIP?** **A:** EJ and LR. LR has compiled all the required data and the written strategy which was communicated staff and parents. EJ is managing the student focussed elements of the plan. Governors noted that Year 11 attendance is lower than the rest of the school but that the mock examination results were the highest the school has had. The school commented that the Year 11 Prom is proving to be a positive motivating factor for students.	**LR** **LR** **LR**

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	Governors **requested** that in relation to the SEND data provided, there was no analysis and that an analysis of the data is fundamental to provide meaning. **ACTION:** Include and analysis of SEND data going forward.	
8.	**Link Governor Monitoring** An update on recent visits was provided as follows: • MM obtained student voice as part of a recent safeguarding visit which was provided useful feedback. • SY had met with Jess Sheridan to discuss careers. This was a very positive visit, and key actions were noted which will be followed up at the next visit. A full audit of careers provision is planned along with a RAG rating of the programme. A review of providers is being undertaken with consideration to be given to how additional support can be included with a specific focus on Year 10 work experience and whether Reaseheath College can support this area. JS is very enthusiastic and committed to the role. SY commented that she was confident that the school careers programme will be in a strong position next academic year. It was noted that JS will need to influence other curriculum areas to incorporate careers going forward. Governors were informed that it is intended that an action plan and new programme will be compiled for implementation. Governors thanked SY for her work in this area and the positive progress made. It was confirmed that a report of the visit will be sent to JS for review and then uploaded to Governor Hub. **ACTION:** Draft report on careers visit for JS to review then upload to Governor Hub. The school confirmed that careers is not included within the AIP at present but once the work proposed has been completed, careers can be added. Governors were reminded to complete a report following each visit for circulation to governors and the school. Confirmation of link role subject area for PS was **requested**. Teaching and learning as an area of responsibility had been suggested previously but in line with focussed nature of the AIP it was considered that reading would be an appropriate focus area. **ACTION:** PS to liaise with DC and EH on reading and arrange a link visit.	**SY** **PS**
9.	**Pupil Premium** a) The school confirmed that the Pupil Premium Strategy Statement had been published on the school website in line with the deadline of 31.12.24. b) The impact of the spending of Pupil Premium funding was considered. The school confirmed that a review of spending has taken place as part of the strategy published on the school website. **Q: Does the school take part in the raising attainment of disadvantaged youngsters (RADY) programme?**	

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	A: No, but this is a programme that would be worthwhile looking into as it could be beneficial to students. However, it will be imperative to ensure that right infrastructure is in place ahead of any participation.	
10.	**Pupil Destination** Governors confirmed receipt of the information relating to pupil destination circulated as part of the Headteacher's report prior to the meeting.	
	WELFARE	
11.	**Safeguarding** Governors confirmed receipt of the safeguarding data circulated prior to the meeting which was summarised as follows: • Child In Need cases – 3 • Child Protection cases – 6 • Cared for Children – 4 • Targeted Family Help Plans in place – 5 active and 4 pending external agency allocation It was confirmed that a further safeguarding link visit would take place in the next half term.	
12.	**Welfare and Wellbeing – Students** It was notes as discussed under Item 3 that student voice on behaviour and attitudes had been obtained. **Q: Has the school undertaken a broader student survey?** **A:** Not at the present time as regular student voice is being obtained in lessons. An additional survey will be undertaken at the end of the spring term.	
	LOCAL MATTERS	
14.	**Local Policy approval** The following policies were circulated to governors prior to the meeting for review: a) Rewards and Behaviour Governors **approved** the Rewards and Behaviour policy subject to the amendments discussed. It was confirmed that AH would work with LR to include a sentence on CCTV. **ACTION:** AH to work with LR on a brief content on CCTV to include within the Rewards and Behaviour Policy. c) Charging and Remissions – Governors **confirmed approval of the content of the policy** but questioned the charges listed in Appendix 1 challenging whether the school were charging enough for the rental of facilities given the costs of staffing, cleaning and utilities incurred by the school. It was suggested that the school ascertain what other local schools are charging in order to ensure that charges are competitive and that, where possible, an element of profit can be made. **ACTION:** Review the rental costs for facilities by undertaking due diligence with other local schools on their charges. b) Careers – The Careers policy was not available for review at this meeting. Governors confirmed receipt of the following Trust policies: d) Equality Information and Objectives e) Serial and Unreasonable Complaints	**AH/LR** **LR / School Business Manager**

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	f) Governors noted that Trust Pupil Suspension and Exclusions Policy Statement had been uploaded to the Trust website following Trust Board approval and was applicable to all schools. **Q: Will this policy statement be presented at permanent exclusion panel meetings?** **A:** Yes, this will be a unified policy across the Trust that will require reference in schools behaviour policies. The policy statement is succinct and states that all schools will follow the DfE statutory guidance.	
15.	**AOB** <u>Meeting dates</u> SH and PS gave advance apologies for the scheduled LGB on 27.03.25. It was agreed that an alternative date would be considered. **ACTION:** Consider an alternative LGB date for spring half term 2. A **request** was made for guest Wi-Fi to be available for the next LGB meeting. **ACTION:** Ensure guest Wi-Fi is available for the next LGB meeting.	**MM/Clerk** **LR**

The meeting moved to Part 2.